



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MENTAL HEALTH**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: SEH-05-78	POSITION: Program Support Assistant (Typing)
POSITION SERIES: DS-0303	POSITION GRADE: 07
OPENING DATE: 05/03/05	CLOSING DATE: Open Until Filled
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE: 05/17/05 (and every two weeks thereafter)	SALARY RANGE: \$29,966 - \$38,954 p.a.
WORKSITE: 2700 MLK Jr., Ave., S.E. Washington, D.C. 20032	TOUR OF DUTY: 8:30 a.m. - 5:00 p.m. Monday-Friday
PROMOTION POTENTIAL: None	AREA OF CONSIDERATION: Unlimited
AGENCY: DMH/St. Elizabeths Hospital	NO. OF VACANCIES: One (1)
DURATION OF APPOINTMENT: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Term (13 months to 4 years) Not to Exceed _____. <input type="checkbox"/> Temporary (Up to 1 year), Not to Exceed _____ months.	
<input type="checkbox"/> This position IS in the collective bargaining unit represented by _____ and you may be required to pay an agency service fee through an automatic payroll deduction. <input checked="" type="checkbox"/> This position IS NOT in a collective bargaining unit.	
"RESIDENCY PREFERENCE AMENDMENT ACT OF 1988": An applicant for a position in the Career Service or for an attorney position (DS-905 series) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the "Residency Preference for Employment" form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.	
BRIEF DESCRIPTION OF DUTIES: This position is located at Saint Elizabeths Hospital, Office of Performance Improvement, Patient Programs. Incumbent serves as the Program Support Assistant (Typing) and is responsible for assisting the Director of Patient Programs and Program Administrators of the Treatment Mall with administrative support services. Provides administrative support to the SEH Mallog Tracker, the ACCESS-based group documentation system utilized by clinicians in the Treatment Mall. Gathers data and prepares required Treatment Mall Performance Improvement reports. Prepares weekly schedule for all patients who attend the Treatment Mall. Orders, monitors, and tracks supplies for all programs and offices in Patient Programs. Makes monthly environmental rounds in Treatment Mall programs and provides follow-up regarding identified deficiencies. Collects narrative and statistical data required to report and document program information. Conducts patient computer training classes and other non-clinical administrative groups in the Treatment Mall. Serves as timekeeper for staff in Patient Programs. As assigned, provides administrative support for staff in the Department of Performance Improvement. Types correspondence, memoranda, forms and reports.	
QUALIFICATIONS REQUIREMENT: This position requires one (1) year of specialized experience equivalent to the next lower grade level. Specialized experience is experience which has equipped the candidate with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the position to be filled. Applicants for consideration must complete the attached Applicant Self-certification form.	
SELECTIVE PLACEMENT FACTOR(S): None	

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

RANKING FACTORS

1. Knowledge of and ability to understand and identify program related information and provide suggestions or recommendations that will contribute to improved program operations.
2. Knowledge of the functions, programs and mission of the Treatment Mall, Saint Elizabeths Hospital and DMH.
3. Skill in administrative and technical areas to sufficiently respond to inquiries regarding the program.
4. Expert knowledge of microcomputers and software applications in accordance with standards established by DMH and the Hospital in order to teach basic computer skills (a qualified typist is required).
5. Ability to communicate effectively both orally and in writing.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

WHERE TO APPLY: DEPARTMENT OF MENTAL HEALTH
DIVISION OF HUMAN RESOURCES
64 NEW YORK AVENUE, NE, 5th Floor
WASHINGTON, D.C. 20002
ATTN: Clara Orino (202) 645-5979
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq. ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.

DRUG-FREE WORKPLACE ACT OF 1988.

"Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."

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APPLICANT'S SELF CERTIFICATION

Complete and submit this form with your application.

Name (Please Print)	SSN:
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The following statement of proficiency in typing will be accepted in lieu of a Certificate of Proficiency in Typing (DOES-1260) issued by the Department of Employment Services as an alternative way of meeting the skills and abilities requirement of the position.

I certify that I can currently type _____ words per minute with no more than _____ errors, (40 wpm with no more than 3 errors required). My typing speed and error rates are based on typing performance for a period of 5 minutes. I gained my typing skills through:

- ☐ School ☐ Work ☐ Other – describe how you gained your skills

I understand that claims of proficiency may be verified at the time of consideration for employment. I further understand that I may be subject to random testing of typing skills at any time during the first year of an appointment resulting from self-certification and that my inability to perform as certified above may constitute a basis for termination.

I certify that all of the information provided in this Statement is true, complete, and correct to the best of my knowledge and belief, and is provided in good faith.

Signature:	Date:
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